Foster Care Rate

Note: You can create a pre-CANS foster care rate for the first 30 days of placement without the existence of a CANS. See the "*Foster Care Rate (Pre-CANS)*" User Guide.

Note: You must create a Foster Care Rate for a child who is placed out-of-state. See "*Foster Care Rate (Out-of-State)*" User Guide.
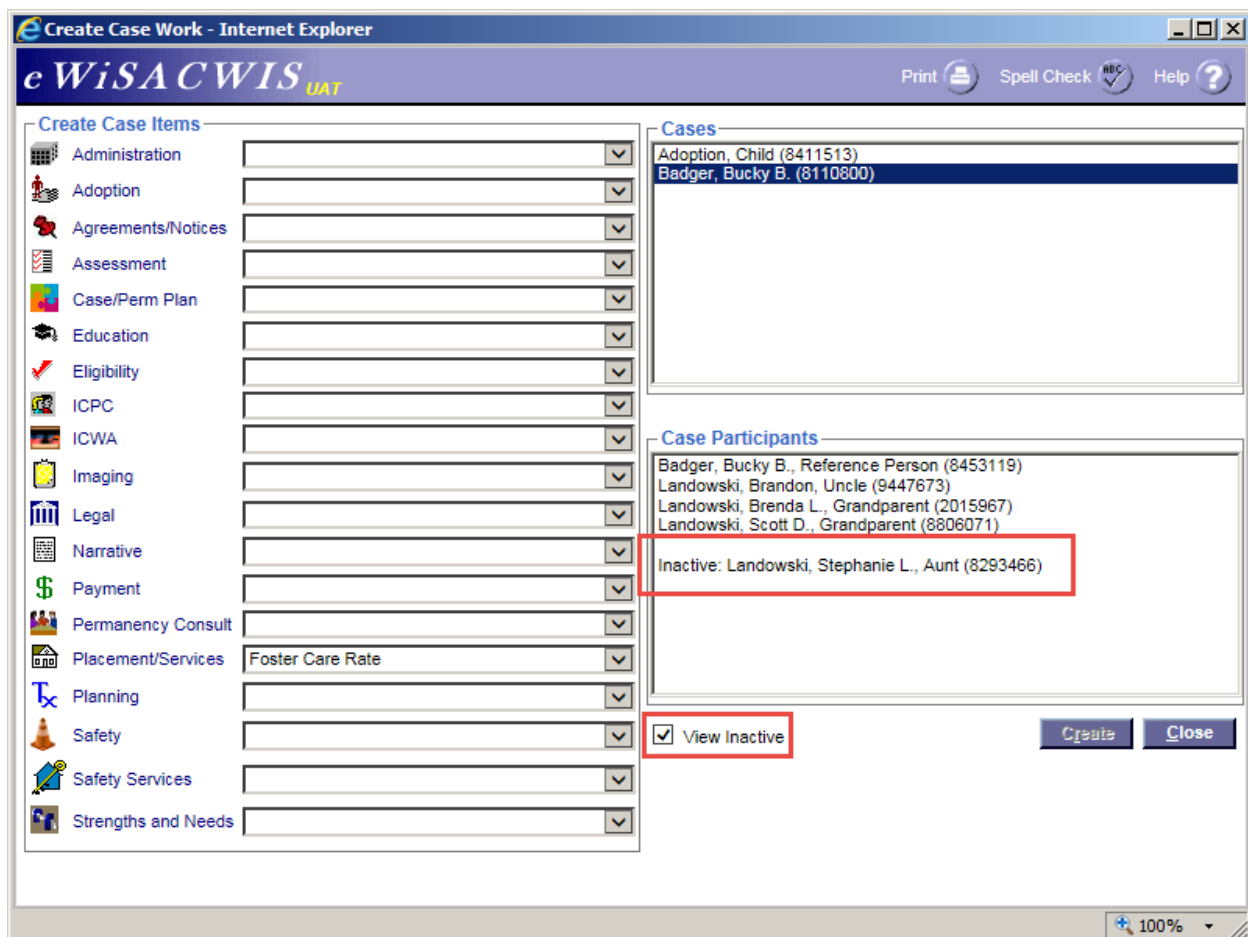
Creating a Foster Care Rate when a CANS exists

Note: The child for whom you create a Foster Care Rate page should have on open Out of Home Placement with a qualifying Foster Home Service Type (ie. Foster Home (Level 2+)).

An approved Out of Home Child & Adolescent Needs & Strengths (CANS) must exist for the child in eWiSACWIS to create a foster care rate that includes the supplemental amount derived from that CANS.

1. From the desktop, go up to Create > Case Work or click the Case Work hot button. This will open the Create Case Work page.

2. On the Create Case Work page, select Foster Care Rate from the Placement/Services drop-down. Select the appropriate Case and the Case Participant. Click Create.

Note: You are able to create a Foster Care Rate for a child who is Inactive by checking the View Inactive check box and selecting the Inactive person.

3. If there are "gaps" that exist in the child's Foster Care Rate record the Placement Selection for Foster Care Rate page will open.

The Basic group box presents the child and case name and the Type of Foster Care Rate that you wish to create.
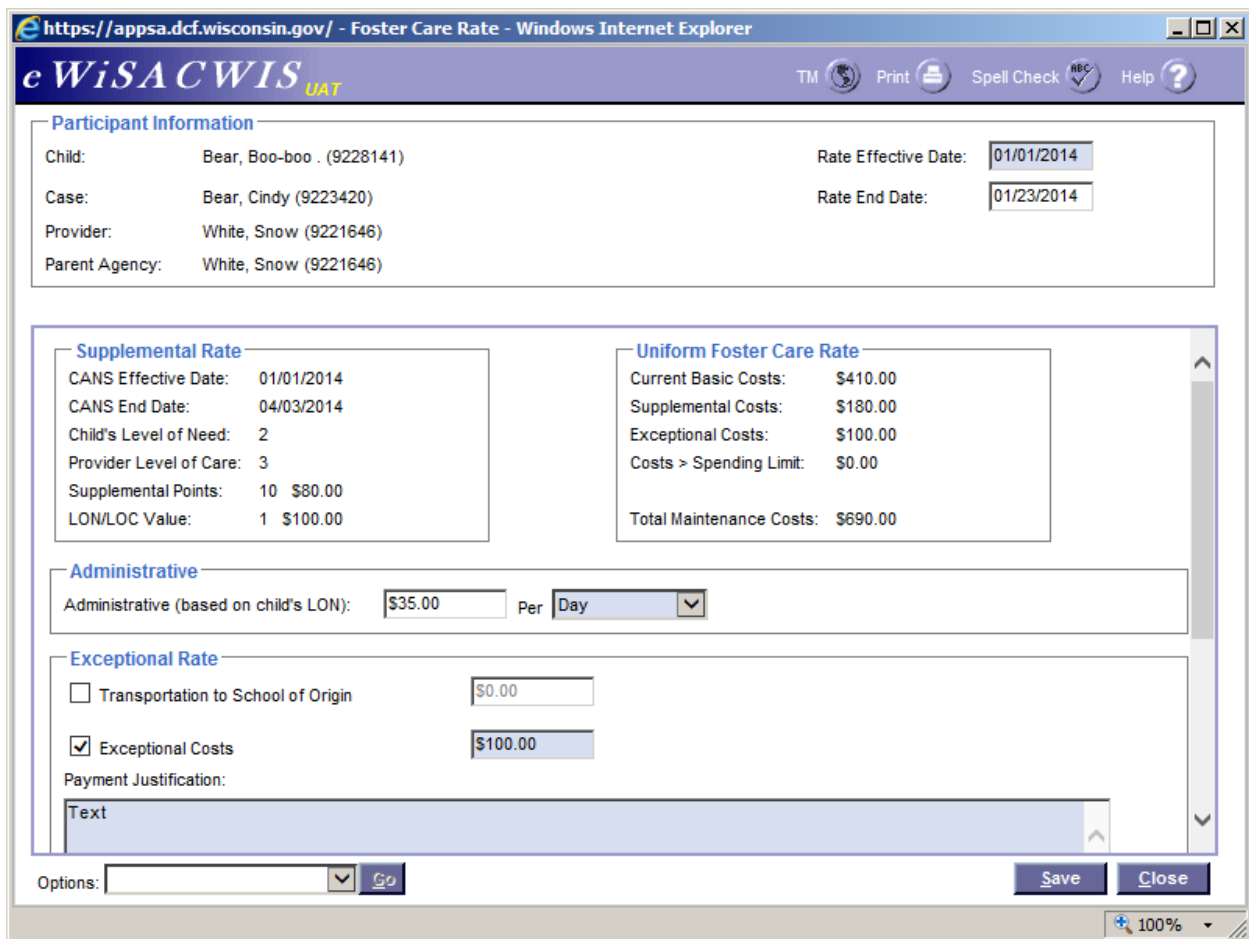
The Open Placement group box identifies for the Open Placement the specific date ranges that a Foster Care Rate can cover. If there are gaps identified, where a Foster Care Rate is missing, the user will be presented with the begin and the end dates for the gap.

The Gaps within Foster Care Rates for Closed Placements group box similarly provides the user with information on missing Foster Care Rates for placements that are closed. Selecting a radio button for a row identified in this section will allow the user to create a missing Foster Care Rate for the closed placement.

4. If this is the initial Out of Home Placement and no Foster Care Rate exists, you will receive the following message:
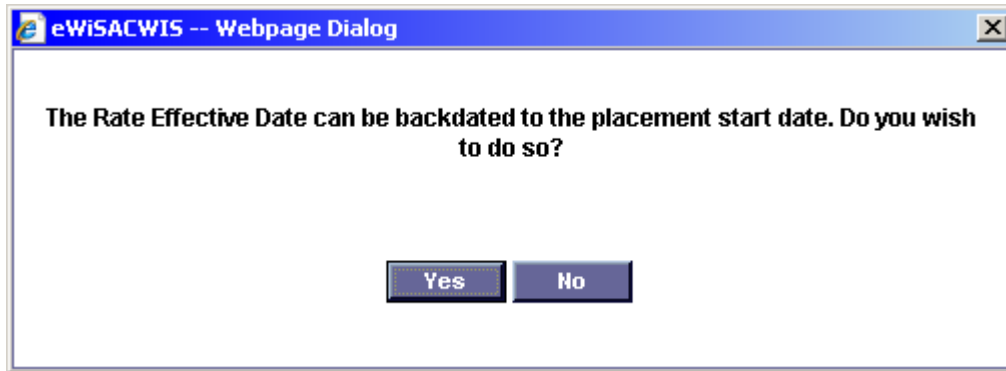
Selecting 'Yes' will set the Rate Effective Date to the begin date of the Out of Home Placement. Selecting 'No' will leave the Rate Effective Date blank.

5. The Foster Care Rate page contains the Participant Information group box. The group box shows the child's name, case name, provider name, parent agency and rate effective and end dates.

- The Rate Effective Date cannot be prior to the Out of Home Placement for which the Foster Care Rate is documented and cannot overlap with another valid Foster Care Rate. As of October 2011, the Foster Care Rate can be backdated to the placement start date if the child has only one CANS documented and that CANS is effective within 30 days of the initial placement and this is the first rate recorded for the placement. Additionally, the Rate Effective Date cannot precede the Effective Date of the CANS when two or more CANS exist.

- The Rate End Date, which can be entered immediately, documents a date in the future no more than 6 months from the Rate Effective Date. By entering an end date, you are telling the system when to turn this Foster Care Rate off, proactively ending the Foster Care Rate (Exceptional, Supplemental, Administrative, and Costs > Spending Limit amounts) but not the Basic rate.

    Note: You will be prevented from entering an end date that is on or after the effective date of a _new_ statewide administrative rate for the child placing agency or child's LON.

- The Rate End Date will automatically pre-fill if the child is turning 5, 12 or 15 years old within 6 months from the Rate Effective Date. The Rate End Date will also pre-fill if another qualifying CANS exists with an Effective Date that is later than the Rate Effective Date.

6. The Supplemental Points determined by the CANS will display in the Supplemental Rate group box. Additionally, this group box displays the CANS Effective and End Dates, Child's Level of Need, Provider's Level of Care, and LON/LOC Value, if applicable.

7. The Current Basic Costs will pre-fill with the Age-Based Basic Rate based on the age of the child at the time of the Rate Effective Date.   This rate displays in the Uniform Foster Care Rate group box.

8. If the child's level of need is 3 or 4 and the foster home is licensed by a child placing agency, the Administrative (based on child's LON) field will pre-fill with the approved statewide administrative rate. If the child's level of need is 2, 5, 6, or the foster care rate is pre-CANS, the Administrative (based on child's LON) field defaults to zero and is not required. If applicable, enter an amount in the Administrative (based on child's LON) field. Then select either day or month in the Per field.

9. If the Provider's Level of Care is 5 or higher the administrative cost will not be prefilled and will have to be manually entered.

10. The Exceptional Rate group box provides an area for you to document the exceptional costs. You can enter the exceptional costs amounts, as well as the justification of such costs.

In order to document the exceptional costs, you have to select either the Transportation to School of Origin or the Exceptional Costs checkbox, or both. Once the exceptional amount has been documented, you can document the exceptional payment justification in the Payment Justification sections for all exceptional costs you are requesting. Upon successful save of the Foster Care Rate page, the amounts entered in the Exceptional Rate group box, will display as Exceptional Costs in the Uniform Foster Care Rate group box.

Note: If the sum of Basic, Supplemental and Exceptional costs exceed the spending limit of $2,000, the amount exceeding the $2,000 spending limit will be displayed as Costs > Spending Limit.

Note: If your agency has granted an extraordinary payment in addition to the daily rate established by the Department of Children and Families, this payment is documented via a one-time payment in the

Costs > Spending Limit field on the Payment Request Page.

11. The Monthly Payment Explanation expando will display the breakdown of up to three individual monthly payments: Maintenance, Administrative, and Costs > Spending Limit. The Maintenance Payment includes Basic, Supplemental and Exceptional Costs. The Administrative payment includes Administrative costs. The Additional Payments will include the costs exceeding the $2,000 spending limit.

Monthly Payment Explanation				
Maintenance Payment		**Administrative**	**Additional Payments**	
Basic Costs:	$410.00	Administrative Costs: $35.00 Per Day	Costs > Spending Limit:	$0.00
Supplemental Costs:	$180.00			
Exceptional Costs:	$100.00			
Total Costs:	$690.00	Total Costs: $35.00 Per Day	Total Costs:	$0.00

12. From the Options drop-down, you can view and print the Foster Care Rate template. The Basic Rates will populate based on the Rate Effective Date.

UNIFORM FOSTER CARE RATE SETTING

Name – Child (Last, First, MI)	Birthdate – Child (mm/dd/yyyy)	Age – Child
Bear, Boo-boo	08/05/2006	7

Name – Foster Parent(s)
White, Snow

Address – Foster Parent(s) (Street, City, State, Zip Code)	Telephone Number – Daytime
6392 West Forest St., Ashland, WI, 54806	

Date – Child Placed in This Foster Home (mm/dd/yyyy)	Date – Supplemental Request (mm/dd/yyyy)
01/03/2012	01/01/2014

Basic Rate
Age Group   **Effective January 2014**

0 – 4 years	$375.00
5 – 11 years	$410.00
12 – 14 years	$466.00
15 – 18 years	$487.00

Supplemental Payment Summary

Child's Level of Need (LON)	2
Provider's Level of Care (LOC)	3
Supplemental Points	10
LON / LOC Value	100.00
TOTAL Supplemental Rate	$180.00

Exceptional Payment

Text
Recommended UFCR

Basic	$410.00
+	
Supplemental	$180.00
+	
Exceptional	$100.00
=	
Total	$690.00

Effective Date: 01/01/2014

_____	_____
SIGNATURE – Worker	Date Signed

_____	_____
SIGNATURE – Rate Setter	Date Signed

13. From the Options drop-down, select Approval and click Go. On the Approval History page, select the Approve radio button and click Continue.

14. From the outliner, the newly approved Foster Care Rate will appear nested underneath the associated Out of Home Placement and CANS record.

15. You can also access the "active" Foster Care Rate from the associated Out of Home Placement by clicking on the Foster Care Rate link.

 Note: This link only appears if there is an open/active Foster Care Rate associated with the Out of Home Placement. Although the Foster Care Rate sets Supplemental, Exceptional, Administrative and Costs > Spending Limit, the link will be displayed only once.

Copying a Foster Care Rate

A Foster Care Rate can be copied over. You can copy any Foster Care Rate (active or ended) for the child that needs a new Foster Care Rate. Even a Made in Error Foster Care Rate can be copied.

1. On the Foster Care Rate you wish to copy from, select Copy Foster Care Rate from the Options drop-down. Then click the Go button.

2. You will be presented with the following message. Click Yes.
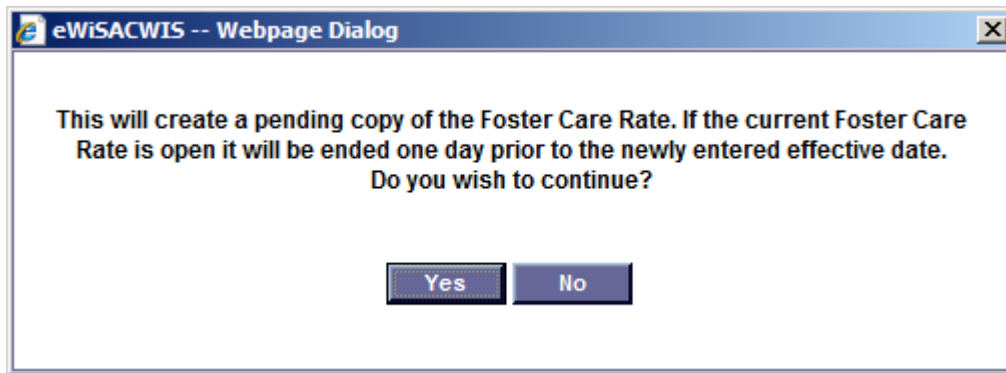
3. The values from the copied Foster Care Rate remain intact. However, the Rate Effective Date is blank and required.

Note: The new Rate Effective Date may be a future date, but cannot be more than 30 days from the current date and must be within the same calendar year.

Note: When you copy from an open Foster Care Rate, the original Foster Care Rate is ended one day prior to the beginning of the newly created Foster Care Rate. In addition, the original Foster Care Rate will reflect that it was ended by process of "Copy Foster Care Rate."

Ending the Foster Care Rate

You have already learned of three methods for ending a Foster Care Rate:

- When creating the Foster Care Rate, you can immediately enter an end date in the Rate End Date field. This will end the Foster Care Rate but will continue paying the Basic amount.
- When copying a Foster Care Rate the system will automatically end any open Foster Care Rate one day prior to the Rate Effective Date of the newly created Foster Care Rate.
- When creating a Foster Care Rate the page will automatically supply an end date that is one day prior to the child's birthday when they are turning 5, 12, or 15 years of age, as long as that birthday occurs within six months of the effective date entered.

There are several other ways to end a Foster Care Rate in the system:

- Manually – by entering an end date.
- By ending the associated Out of Home Placement, the system will automatically end any "active" Foster Care Rate the same date the Out of Home Placement ends.
- By entering a new CANS with an effective date after the effective date of the Foster Care Rate.
- By updating a CANS (to which Foster Care Rate is linked to) to Made in Error.
- By a batch. **Note:** This is initiated only in instances of a statewide increase in the Basic or Administrative Rates. In these instances, the State will run a batch that ends the Foster Care Rates and creates new Foster Care Rates using the new Basic and/or Administrative Rate.

1. To manually close a Foster Care Rate, access the Foster Care Rate page and choose Foster Care Rate Ending from the Options drop-down.

2. Enter the appropriate Foster Care Rate End Date and End Reason. Select Approval under the Options drop-down and click Go to approve. On the Approval History page, select the Approve radio button and click Continue. When you return to the Foster Care Rate Ending page, click Save to send the approval to your supervisor.

3. Once a Foster Care Rate has been ended, the Out of Home Placement will reflect the absence of a Foster Care Rate. The Out of Home Placement will reflect there are no Supplemental, Exceptional, Administrative or Costs > Spending Limit Amounts tied to the Out of Home Placement.

4. Much like the Out of Home Placement, you can make a Foster Care Rate "in error". If the Foster Care Rate has not been ended, and there is a need, you can choose the option of "Made in Error" from the End Reason Drop Down. This will make the Foster Care Rate in error immediately upon final approval.

If the Foster Care Rate has been ended and there is still a need for it to be made in error, then you can access the "Made in Error" option from the Options Drop Down on the main page.